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**SAVA**

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22 March 1967

MEMORANDUM FOR: General Counsel  
Inspector General  
Legislative Counsel  
D/DCI/NIPE  
Director of Planning, Programming, and  
Budgeting  
Cable Secretary  
Administrative Officer, O-DCI

SUBJECT : Career Management in the Office of the  
Director

1. We in the Director's area have a special responsibility to those we supervise for their career development and management. As you know, the Executive Career Service is unlike our other Career Services, which essentially are functional groups within which an individual's career can be planned and developed. The E Career Service was instituted in 1964 as an attempt to simplify statistical accounting and control of the several groups in the Director's area.

2. Given the widely disparate specialties performed in the various components in the Director's area, it is not practicable to rotate officers among these offices. A proposal to change an employee's Career Service designation to E should therefore be most carefully considered.

3. In most offices in the Director's area officers from other Career Services fill varying percentages of the total authorized complement. Their parent Career Services continue to be responsible for their career development and management. We must ensure that these officers are not ignored or forgotten by the Heads of their Career Services when reassignments, promotions, and other aspects of career management are being considered.

4. A rotational assignment in the Director's area for members of other Career Services can and should provide both rewarding and

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GROUP 1  
downgrading and  
declassification

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valuable experience to both the individual and the Agency. We should ensure that supervisors understand this and accordingly provide the best talent available to fill such positions. We should also be sure that the rotational concept is understood and that timely planning is undertaken for the individual's return to his own Career Service.

4. The offices in the Director's area are small enough that we can give proper attention to the career development of the people serving in them regardless of the Career Service to which they belong. The purpose of this memorandum is to make a special request that we do so.



L. K. White

Executive Director - Comptroller

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cc: DD/I  
DD/P  
DD/S  
A-DD/S&T  
D/Personnel  
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